

Weekly Update

Week of January 16, 2017

Subject: PR101V SCEIS Foundations of Procurement Online Course

Audience: Materials Management Users

The PR101V SCEIS Foundations of Procurement online course is available in MySCLearning. Below you will find details about the online course.

PR101V SCEIS Foundations of Procurement Online Course

Description: PR101V covers the following:

- the state government entities related to South Carolina public procurement such as the SC Consolidated Procurement Code and Regulations, the SC Chief Procurement Officers and Procurement Services Division, and the related central government offices, including the offices of the Comptroller General and State Treasurer;
- key concepts related to public procurement such as
 - using document types for acquiring goods and services and for reporting;
 - establishing business rules that support standard processes and best practices;
 - ensuring controls in procurement such as master data, security roles, purchasing limits, and segregation of duties; and
 - locating tools and resources for performing successful procurement;
- the procurement process, including
 - the sub-processes - shopping, approving, purchasing, soliciting/contracting, and receiving/processing follow-on documents;
 - the registration process used by suppliers of goods and services;
 - understanding Contracts and Purchase Orders as the tools of procurement;
 - understanding workflow, suppliers and National Institute of Governmental Purchasing (NIGP) Codes; and
 - understanding the interactions in procurement among people and electronic systems.


Course Modules and Timing:

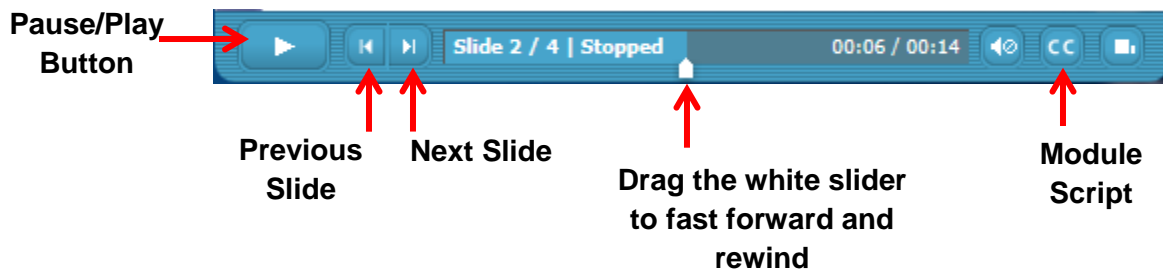
Module:	Length of Module in Minutes:
Welcome	(1:39)
Module 1 - Introduction to Procurement	(9:57)
Module 2 - South Carolina Public Procurement	(9:13)
Module 3 - Agency Business Rules	(5:43)
Module 4 - MM Standards for SC Procurement Processing	(6:40)
Module 5 - Procurement Process Flow	(7:01)
Total:	41 Minutes (40:13)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

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Course Navigation: Within each module, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. To view the module script, click the closed caption button .



Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (PR101V) and click "Go."
5. Click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.